



CITY OF GREEN BAY PERSONNEL POLICY

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| Policy Title Rehire Policy | Policy Reference Chapter 27 |
| Policy Source Human Resources Department | Legal Review Date March, 2013 |
| Personnel Committee Approval May 14, 2013 | City Council Approval May 21, 2013 |

- 27.1 REHIRE CRITERIA. A former regular employee with a minimum of 3-consecutive years of experience with the City in a regular position, who is rehired within 6-months of the date of separation from employment, will be eligible for service credit as outlined in this policy.
- 27.2 NEW EMPLOYEE. If more than 6-months has elapsed between the former employee's separation and rehire dates, the former employee will be considered a new employee and will not be eligible for service credit.
- 27.3 REGULAR EMPLOYEE. An employee in a position that is regularly scheduled for 52-weeks a year for 20-hours or more.
- 27.4 SERVICE CREDIT. The employee's prior period of regular City employment is added to the current period, but the break in service is not counted as part of total service credit.
- 27.5 SERVICE CREDIT INCLUSIONS. Former employees rehired as described in 27.1 will be provided eligible service credit for purposes of the following.
- a. Vacation accrual rate.
 - b. If a former employee is rehired into the same position held immediately prior to separation of employment from the City, service credit will be applied to the employee's salary placement.
- 27.6 SERVICE CREDIT EXCLUSIONS. Rehired employees will be considered a new employee for all other purposes, or as may otherwise be defined under an applicable collective bargaining agreement, including but not limited to the following:
- a. Probationary Period.
 - b. Sick Leave.
 - c. Benefit Plan waiting periods (i.e. health, dental, etc.).
 - d. Wisconsin Retirement System eligibility based solely on WRS plan provisions.
 - e. Seniority provisions, if applicable.
- 27.7 EFFECTIVE DATE. This policy is effective retroactive to June 1, 2012.